

## ***Services/Activities Inventory***

Department: General Services

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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### **Building Maintenance**

1. Provide on-going maintenance and repairs on heating, air conditioning, exhaust, and control systems.
2. Provide on-going maintenance and repairs on interior and exterior lighting and electrical systems.
3. Provide on-going maintenance and repairs on plumbing systems, including domestic water, hot water heaters, water fountains, well pumps, sewage pumps, water softeners, and chlorinators.
4. Provide on-going maintenance and repairs on building exteriors, including roofs, gutters, windows, doors, and siding.
5. Provide on-going repairs on building interiors, including painting, ceiling tile, wood work, doors, and drywall.
6. Provide on-going maintenance and repairs on parking lots and sidewalks.
7. Provide nightly cleaning, including trash removal, vacuuming, sweeping, and dusting.
8. Provide routine services of cleaning carpet, windows, and waxing floors.
9. Provide assistance at all Board meetings.
10. Provide assistance for annual County building cleanup days.

### **Solid Waste**

1. Provide weekly residential garbage collection.
2. Provide bi-weekly collection of residential bulk and brush.
3. Provide weekly collection of small commercial establishments (volume of 300 gallons or less per week).
4. Provide weekly collection at the home for those residents unable to bring garbage to the curb.
5. Provide weekly collection at the home for those residents willing to pay for the service.
6. Provide weekly residential collection of bagged leaves for a six-week period in the fall.
7. Provide seasonal Christmas tree collection.
8. Administer the freeloader program (dump trailers).
9. Administer free residential usage of the Roanoke Valley Transfer Station.
10. Currently administer dumpster service (provided by outside vendor) of County-owned parks and buildings.
11. Currently administer dumpster reimbursement service (provided by outside vendor) for individually owned townhomes and condominiums.
12. Assist in various cleanup opportunities (i.e. tire pile cleanups).
13. Continue to pursue avenues to offer recycling opportunities to residents of Roanoke County.
14. Implement a reciprocal collection program with the City of Roanoke.